

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** August 30, 2001
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: COOPERATIVE AGREEMENTS WITH THE UNIVERSITY AND COLLEGES

Effective with the implementation of RI-SAIL, state agencies and departments will process an invoice entry payment to any of the state institutions of higher education for services provided via a cooperative agreement.

Upon signing a cooperative agreement, you are to create a RI-SAIL purchase order for the same amount. After Budget Office approval, the purchase order can be issued to the school.

The University of Rhode Island, Rhode Island College and Community College of Rhode Island will prepare and submit a RI-SAIL A-12T form as an "invoice" for their cooperative agreement services. They will also provide to you whatever additional documentation you require to support their "invoice."

You are to use the RI-SAIL invoice entry function to issue a payment to the school, based upon their "invoice." RI-SAIL will issue a payment check to the school.

/hh
CFO:02-13